

# Purchasing

## Mission Statement

To assist City Departments in obtaining the highest quality supplies and services for the best possible price through a transparent competitive bidding procedure in accordance with all state and local laws; as well as to provide mailroom and print shop services.

## Fiscal Year 2013 Accomplishments

**Public Bids** - Made significant revisions to bid and contract documents

**Education** - Educated managers and staff on procurement law through 11 site visits

**Policies & Procedures** - Prepared and implemented surplus property procedures

**Public Bids** - Issued 151 bids through 4/9/2013, with an imputed savings of over \$4 million

## Fiscal Year 2014 Desired Outcomes

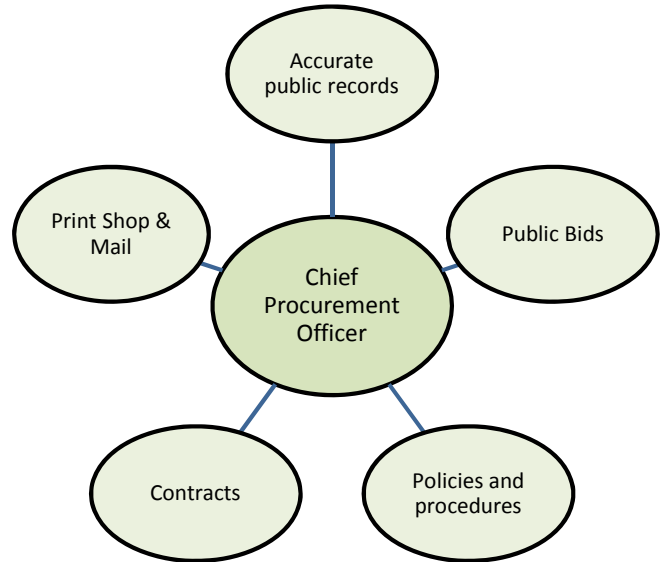
**Policies** - Integrate concise and clear policies and procedures

**Records** - Maintain accurate and informative vendor records

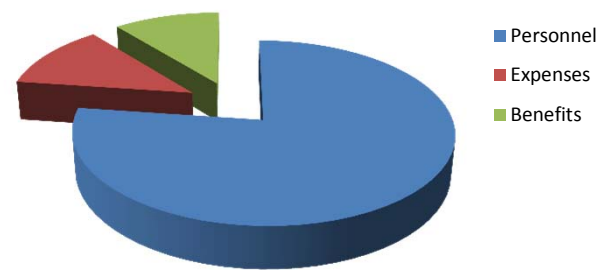
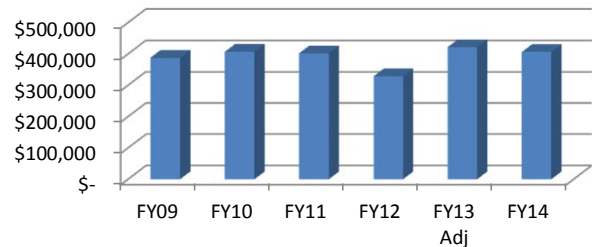
**Public Bids** - Timely, transparent, competitive bidding procedure for all public bids

**Education** - Provide accurate and helpful information to city departments

**Print Shop** - Increase capacity of the City's print shop



## Purchasing

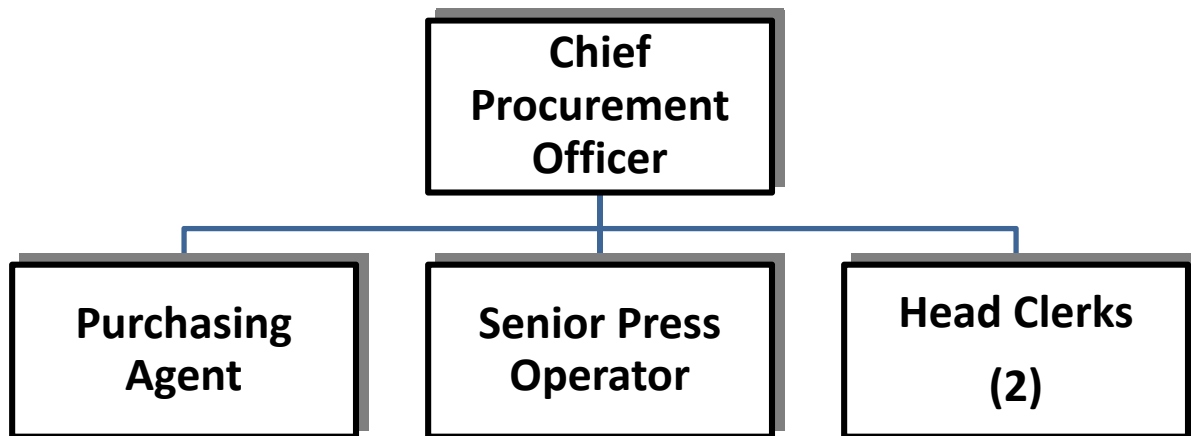


## Department Detail

	Actual				Adj Budget		Proposed	
	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2014	
<b>Expenditure by Core Function</b>								
Personnel	\$ 304,582	\$ 314,873	\$ 302,298	\$ 264,845	\$ 310,557	\$ 313,246		
Expenses	\$ 35,889	\$ 43,329	\$ 43,777	\$ 26,917	\$ 63,806	\$ 48,800		
Benefits	\$ 47,405	\$ 48,553	\$ 56,097	\$ 36,459	\$ 47,196	\$ 43,884		
<b>Total</b>	\$ 387,876	\$ 406,755	\$ 402,172	\$ 328,221	\$ 421,559	\$ 405,930		
<b>% Incr</b>		4.87%	-1.13%	-18.39%	28.44%	-3.71%		
<b>Personnel</b>								
Full-Time	6	6	6	5	5	5		
Part-Time	0	0	0	0	0	0		
<b>Total</b>	6	6	6	5	5	5		



# PURCHASING



FUND: 01 - GENERAL FUND  
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2011	ACTUAL 2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
<b>DEPARTMENT SUMMARY</b>						
51 - PERSONAL SERVICES	302,298	264,845	310,557	226,556	313,246	2,689
52 - EXPENSES	37,604	26,917	63,806	61,185	48,800	-15,006
58 - DEBT AND CAPITAL	6,173	0	0	0	0	0
57 - FRINGE BENEFITS	56,097	36,459	47,196	26,648	43,884	-3,312
<b>TOTAL DEPARTMENT</b>	<b>402,172</b>	<b>328,220</b>	<b>421,559</b>	<b>314,388</b>	<b>405,930</b>	<b>-15,629</b>
<b>PURCHASING</b>						
51 - PERSONAL SERVICES	247,376	209,373	252,495	185,033	253,559	1,064
52 - EXPENSES	18,191	18,868	37,398	35,235	24,600	-12,798
58 - DEBT AND CAPITAL	6,173	0	0	0	0	0
57 - FRINGE BENEFITS	40,529	20,378	30,893	14,758	26,789	-4,104
<b>TOTAL PURCHASING</b>	<b>312,269</b>	<b>248,620</b>	<b>320,786</b>	<b>235,026</b>	<b>304,948</b>	<b>-15,838</b>
<b>TELECOMMUNICATIONS</b>						
52 - EXPENSES	330	-671	0	15,004	0	0
<b>TOTAL TELECOMMUNICATIONS</b>	<b>330</b>	<b>-671</b>	<b>0</b>	<b>15,004</b>	<b>0</b>	<b>0</b>
<b>PRINTING</b>						
51 - PERSONAL SERVICES	54,922	55,471	58,062	41,523	59,687	1,625
52 - EXPENSES	19,083	8,720	26,408	10,945	24,200	-2,208
57 - FRINGE BENEFITS	15,568	16,081	16,303	11,890	17,095	793
<b>TOTAL PRINTING</b>	<b>89,573</b>	<b>80,272</b>	<b>100,773</b>	<b>64,358</b>	<b>100,982</b>	<b>210</b>

FUND: 01 - GENERAL FUND  
DEPARTMENT: 105 - PURCHASING

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
<b>105 - PURCHASING</b>						
<b>0110501 - PURCHASING</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	243,351	202,723	248,450	180,988	250,809	2,359
513001 REGULAR OVERTIME	0	0	1,395	1,395	0	-1,395
514001 LONGEVITY	1,525	1,650	1,650	1,650	1,750	100
515005 BONUSES	1,000	4,000	0	0	0	0
515102 CLEANING ALLOWANCE	1,500	1,000	1,000	1,000	1,000	0
<b>TOTAL PERSONAL SERVICES</b>	<b>247,376</b>	<b>209,373</b>	<b>252,495</b>	<b>185,033</b>	<b>253,559</b>	<b>1,064</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	3,927	4,440	4,690	4,666	6,000	1,310
52408 DEPARTMENTAL EQUIP R-	0	0	180	49	0	-180
5274 RENTAL - EQUIPMENT	768	0	565	180	250	-315
5292 SOLID WASTE COLL/DISP	0	0	840	840	200	-640
5301 CONSULTANTS	0	2,500	1,650	1,500	0	-1,650
53401 TELEPHONE	594	578	648	378	600	-48
5341 POSTAGE	5,002	1,972	22,000	21,342	3,000	-19,000
5342 PRINTING	720	2,575	550	535	2,500	1,950
5343 ADVERTISING/PUBLICATIO	4,938	3,558	2,500	2,233	7,500	5,000
5420 OFFICE SUPPLIES	1,208	2,445	2,500	2,256	2,500	0
5711 IN-STATE CONFERENCES	850	650	800	780	1,250	450
5730 DUES & SUBSCRIPTIONS	185	150	475	475	800	325
<b>TOTAL EXPENSES</b>	<b>18,191</b>	<b>18,868</b>	<b>37,398</b>	<b>35,235</b>	<b>24,600</b>	<b>-12,798</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	1,099	921	1,052	647	1,095	43
57HLTH HEALTH INSURANCE	35,790	16,167	25,953	10,576	19,558	-6,395
57LIFE BASIC LIFE INSURANCE	245	227	227	127	227	0
57MEDA MEDICARE PAYROLL TAX	3,394	3,064	3,661	2,322	3,675	14
57OPEB OPEB CONTRIBUTION	0	0	0	1,086	2,234	2,234
<b>TOTAL FRINGE BENEFITS</b>	<b>40,529</b>	<b>20,378</b>	<b>30,893</b>	<b>14,758</b>	<b>26,789</b>	<b>-4,104</b>
<b>DEBT AND CAPITAL</b>						
58514 OFFICE EQUIPMENT	6,173	0	0	0	0	0
<b>TOTAL DEBT AND CAPITAL</b>	<b>6,173</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PURCHASING</b>	<b>312,269</b>	<b>248,620</b>	<b>320,786</b>	<b>235,026</b>	<b>304,948</b>	<b>-15,838</b>
<b>0110502 - TELECOMMUNICATIONS</b>						
<b>EXPENSES</b>						
53401 TELEPHONE	330	-671	0	15,004	0	0
<b>TOTAL EXPENSES</b>	<b>330</b>	<b>-671</b>	<b>0</b>	<b>15,004</b>	<b>0</b>	<b>0</b>
<b>TOTAL TELECOMMUNICATIONS</b>	<b>330</b>	<b>-671</b>	<b>0</b>	<b>15,004</b>	<b>0</b>	<b>0</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
<b>0110503 - PRINTING</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	53,472	54,014	56,187	41,190	57,812	1,625
513001 REGULAR OVERTIME	451	207	500	-1,042	500	0
514001 LONGEVITY	0	0	875	875	875	0
515005 BONUSES	500	750	0	0	0	0
515101 CLOTHING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONAL SERVICES</b>	<b>54,922</b>	<b>55,471</b>	<b>58,062</b>	<b>41,523</b>	<b>59,687</b>	<b>1,625</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	13,781	6,138	10,033	8,524	15,000	4,967
5343 ADVERTISING/PUBLICATIO	0	0	450	0	0	-450
5501 PRINTING SUPPLIES	5,252	2,472	15,725	2,311	9,000	-6,725
5581 UNIFORMS/PROTECTIVE	50	110	200	110	200	0
<b>TOTAL EXPENSES</b>	<b>19,083</b>	<b>8,720</b>	<b>26,408</b>	<b>10,945</b>	<b>24,200</b>	<b>-2,208</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	367	446	438	320	456	18
57HLTH HEALTH INSURANCE	14,460	14,867	15,030	10,984	15,781	751
57MEDA MEDICARE PAYROLL TAX	742	767	835	586	858	24
<b>TOTAL FRINGE BENEFITS</b>	<b>15,568</b>	<b>16,081</b>	<b>16,303</b>	<b>11,890</b>	<b>17,095</b>	<b>793</b>
<b>TOTAL PRINTING</b>	<b>89,573</b>	<b>80,272</b>	<b>100,773</b>	<b>64,358</b>	<b>100,982</b>	<b>210</b>
<b>TOTAL PURCHASING</b>	<b>402,172</b>	<b>328,220</b>	<b>421,559</b>	<b>314,388</b>	<b>405,930</b>	<b>-15,629</b>

FUND: 01 - GENERAL FUND  
 DEPARTMENT: 105 - PURCHASING

**CITY OF NEWTON BUDGET  
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2013			2014		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	CHIEF PROCUREMENT OFFIC	H12	1.0	86,837	H12	1.00	89,350
	CONSTRUCTION CONTRACT A	S08	1.0	54,277	S08	1.00	55,847
	HEAD CLERK	S06	1.0	45,518	S06	1.00	46,835
	PURCHASING AGENT	H06	1.0	57,125	H06	1.00	58,777
	SR PRESS OPERATOR	S07	1.0	56,187	S07	1.00	57,812
	<b>Account Totals:</b>		<b>5.0</b>	<b>299,944</b>		<b>5.00</b>	<b>308,621</b>
	<b>Report Totals:</b>		<b>5.0</b>	<b>299,944</b>		<b>5.00</b>	<b>308,621</b>